

STAFFORD COUNTY SCHOOL BOARD

Agenda Consideration

TOPIC: Award of Contract: Roof
Survey

ITEM NO.: 10F

PREPARED BY: Kristina Walters
Facilities Assessment
Engineer

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Executive Director
Planning & Construction

Andre' A. Nougaret,
Assistant Superintendent
for Support Services

MEETING: December 13, 2005
March 28, 2006

ACTION DATE: April 11, 2006
INFORMATION ONLY:

ACTION REQUESTED BY THE SUPERINTENDENT: That the School Board approve the award of a professional service contract to TBD to conduct a comprehensive roof survey/assessment of school district facilities.

KEY POINTS:

1. On December 13, 2005 staff provided an update to the School Board on the Facilities Assessment Program (see attached December 13, 2005 agenda item). The roof survey/assessment effort is the first phase of executing this program.
2. The purpose of the roof survey/assessment will be to ascertain the present condition of all SCPS roofs, develop a sound management program to track and plan future roof repairs/replacements and establish cost estimates (programming level) to feed the Capital Improvement Program. The roof survey/assessment effort will include comprehensive surveys, non-destructive testing, development of roof condition scores, prioritizing of roof repairs/replacement and data base development/implementation.
3. The roof survey/assessment RFP was advertised through the Stafford County Purchasing Department in January 2006. Proposals were received on February 15, 2006. Ten (10) consulting firms submitted proposals. An evaluation committee comprised of members from SCPS and Stafford County staff reviewed and scored the proposals. The top two scored consulting firms have been invited to provide a presentation to staff the week of March 27 – 31, 2006. The evaluation committee will down select one consulting firm. Once a consulting firm is selected, staff will negotiate rate/fee for the roof survey/assessment. Negotiated fee and available funding will determine the amount of roofs that are surveyed.
4. Funding in the amount of \$100K was identified for Facilities Assessment efforts in the FY06 Annual Operating Budget. Roughly \$65K is still available and unencumbered.
5. If approved by the School Board, staff plans to award a contract to the selected consulting firm and issue a notice to proceed in early May 2006.

SCHOOL BOARD GOAL: #5 – Provide facilities that promote student learning and
and community support.

#7 – Provide school environments where teachers are
safe to teach and students are safe to learn

FUNDING SOURCE: FY06 Annual Operating

AUTHORIZATION REFERENCE: Stafford County School Board Policy 4-32

February 2006